# Safety Plan for [enter Community Garden name]

At the [enter name of Community Garden] we are committed to the health and safety of all volunteers, participants and visitors to the garden. All new participants at the Community Garden will be given a Health and Safety Induction which includes reporting hazards/incidents and safe manual handling practices. This induction is to ensure that everyone is aware of the hazards associated with working in a garden environment.

## Safety Responsibilities of all Participants at the Community Garden

Participants, volunteers and visitors of the Community Garden have the following responsibilities:

* To take reasonable care for the health and safety of themselves and the people they work with
* To cooperate with their colleagues and the garden Managers and in the interest of health, safety and welfare of everyone at the garden
* Not intentionally or recklessly interfere with or misuse anything provided
* Everyone is responsible to sign the *In/Out Book* (this includes visitors) and is located [enter location of book]

## Hazards and Incidents

Before commencing a task it is a good idea to carefully assess the situation for possible risks to health and safety. When assessing a risk, take into account the following:

* Your immediate environment
* The materials you are working with
* The tools and equipment you are using
* Your own health and wellbeing

Examples of hazards in the garden environment include: excessive sun exposure, insect bites, injury from use of tools, inhalation of spores in soil and back strain from inappropriate lifting techniques. Soils, mulches and composts also contain particulates, fungal spores and bacteria that can damage your lungs and/or carry disease. When working with these substances it is important to avoid inhaling the dust.

If hazards are ignored or not properly assessed and as a result an incident occurs this can impact not just you but also other people around you including:

* Other participants and volunteers of the Community Garden
* Visitors and members of the public

Effects could include:

* Serious injury to yourself and others
* Claims for damages against you
* Replacement costs
* Temporary or permanent closure of the Community Garden
* Prosecution fines and imprisonment

A folder marked *Community Garden Safety* will be located [enter location of folder]. It contains copies of hazard reporting forms, incident reporting forms and instruction sheets on identifying potential hazards. When a hazard or incident occurs, please complete the following:

* Advise Community Garden Manager immediately
* All work-related accidents, sickness or injury, no matter how minor, should be reported to the on-site manager as soon as possible
* An *Incident Report Form* is to be completed promptly

## Protective Gear

When protective gear is provided, it is for your own health and safety. Please wear the appropriate protective gear at all times, depending on the tasks you are undertaking.

If protective gear should be used in any specific task but you do not have such gear then it is inappropriate for you to perform the task. It should be left until such time when the required protective gear is available.

There is some personal protective equipment that you are required to provide for yourself, this includes:

* A broad-brimmed hat
* A shirt with covered shoulders
* Covered shoes must be worn at all times
* Gardening gloves
* Sunscreen
* Dust mask

Please see the garden managers or a member of the Committee if you have trouble providing these items.

## Using Hand Tools

Hand tools such as mattocks, shovels and rakes should be used with the following care and attention:

* Check that tools are in good condition before using
* Use tools only for the purpose they were intended
* Be aware of where other participants are working
* Always wear appropriate protective gear, especially strong, covered shoes or boots
* Report any damaged tools immediately

## Sun Sense

The risk of sunburn and sunstroke, with the resulting possibility of developing melanomas and other skin cancers, is a common risk associated with outdoor activities, however is often ignored. While working in the Community Garden please observe the following:

* Regularly apply sunscreen
* Cover up, a shirt that covers your should and a broad brimmed hat are essential
* Avoid working in the hottest part of the day during summer
* Take regular short breaks
* Ensure that you drink plenty of fluids

## First Aid

A fully stocked *First Aid Kit* is located [enter location of kit]. It is the responsibility of all to familiarise themselves with the location and contents of this kit. [Identify whom] will be equipped with First Aid Training and is the contact person for all first aid queries and responsible for restocking the *First Aid Kit*.

## Snakes, Spiders and Insects

To protect yourself against potential bites or stings, please follow these precautions:

* Wear safety boots at all times
* Wear long pants when working in long grass or near water
* Familiarise yourself with the location of the *First Aid Kit*
* If a snake or spider bit occurs, do not panic, sit down immediately and call for help, do not walk
* Always wear gloves when reaching into enclosed spaces
* If you see a snake, walk away slowly and carefully and alert others of the sighting

## Emergency Evacuations

In the unlikely event where an emergency evacuation of the site is required, please do the following:

* Alert someone immediately so that the relevant Emergency Service can be contacted
* Evacuate to [enter evacuation location]
* Do not re-enter the Community Garden without clearance from the relevant Emergency Service